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RAMS ONBOARD: Improving Employment Process

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RAMS ONBOARD

Improving Employment Process



Project Overview

Project Objective:

- Work in collaboration with VCU IT Department, VCU Human Resources Department, and School of Engineering Human Resources Office
- Create **web-based application** that allows new employees to complete forms online
- Allow both Personnel Administrators (PA) and Human Resources (HR) access to specific groups of employees to review and approve forms
- Integrate onboarding system with existing technologies (Banner, Express Hire, etc.)

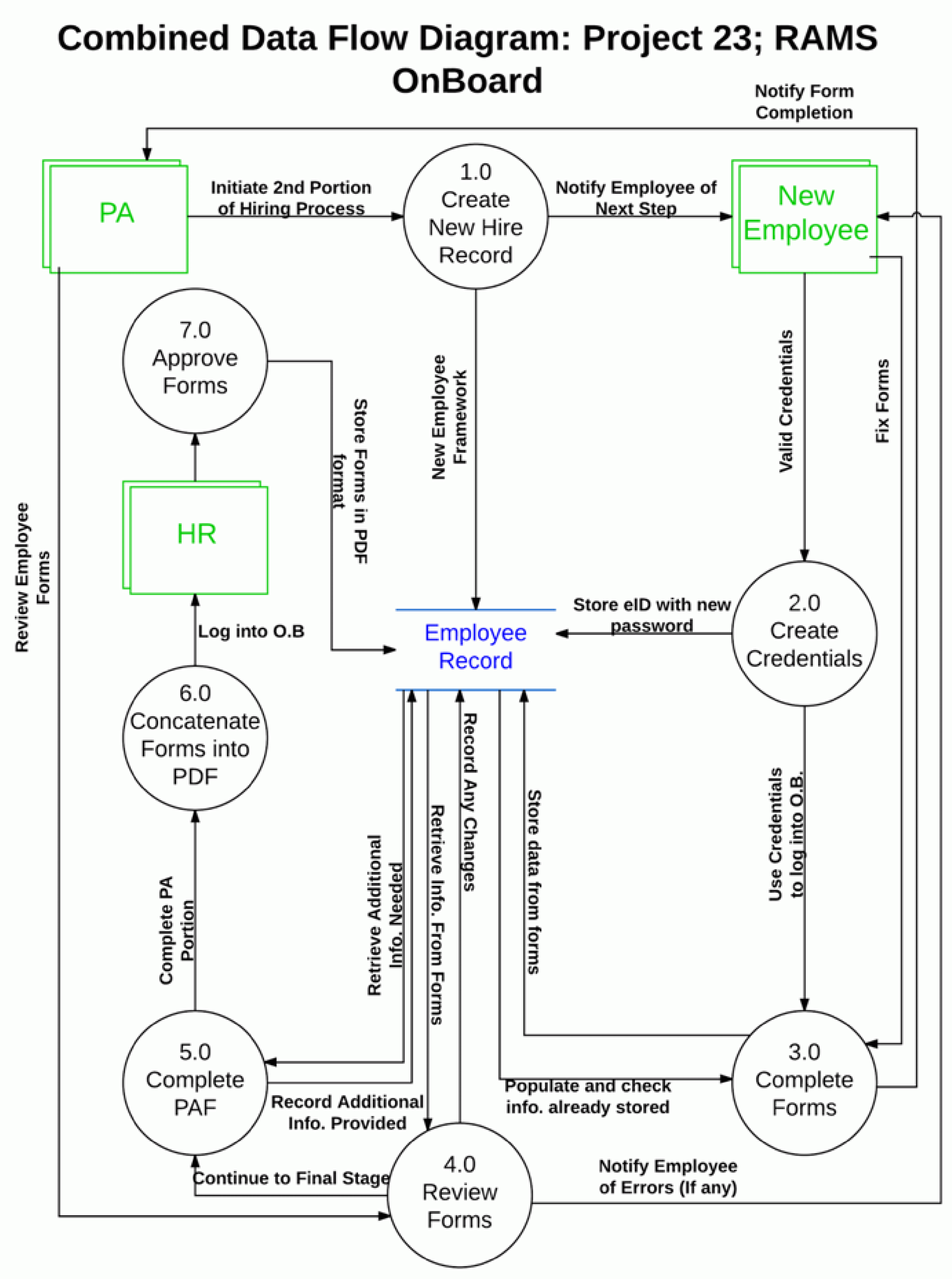
Project Impact:

- Improves VCU's **brand image**
- Prevents circulation of out-of-date forms
- Allow a more efficient way for HR staff to **monitor employee progress** in final hiring phase
- Reduction of...
 - **materials** used in creating paper packets
 - **costs** associated with raw materials and staff salaries
 - **time** needed to review, edit, discuss, and enter forms by the HR staff and new employee

VCU Hiring Statistics:

- **VCU Hourly Hires** (Information obtained by HR Representatives)
 - **1,758** employees hired in **2014**
 - **Saving VCU over \$18,000 per year to hire hourly employees**
 - **Materials**
 - Paper
 - Ink
 - Envelopes
 - Postage
 - **Time Saved**
 - Packet assembly
 - Data entry
 - Meeting with each new employee
 - Error correction

Development



Project Review & Projection

Project Progress:

- Employee Function
 - Receives new hire email to initiate process
 - Gain access with VCU credentials through CAS (Central Authentication System)
 - Create forms that store employee information in database
 - **Populate information** in forms from database
 - Lock employee access from forms once submitted
 - Use of **cron jobs** to automatically send out email notifications
- PA Function & HR/Admin Function
 - Grant access and review forms of employees in specific departments
 - Create PAF (Personnel Action Form) that populates existing information from database
 - **Concatenate all forms** together to create one **pdf document**

Project Specifications:

- Resources Used
 - PHP
 - HTML5
 - CSS
 - Javascript
 - MySQL database
 - External Libraries
- VCU Category 1 Security Compliant
- Hosted: UNIX VM, 2GB RAM, 1TB memory

Future Expectations:

- VCU IT department
 - formally integrate system in parallel with existing technologies associated with the HR department
 - will continue with maintenance and upgrades of system
- System will be incorporated for all employee types
- **Saving \$100,000 per year**